

INSTRUCTIONS FOR RAFFLE ACCOUNTING WORKSHEET

NOTE: The organization's raffle chairperson should review 820 KAR 1:050 in total as part of planning the raffle. Many of this regulation's requirements apply to raffle tickets, prizes, and drawings. These issues are very difficult to impossible to correct once the raffle is in process.

The purpose of this worksheet is to bring together all of the raffle information required by 820 KAR 1:050 Section 4(1) and (2). The organization chairperson responsible for the raffle should review this worksheet **before** the raffle is begun, as part of the planning process. **Also**, prepare a separate raffle worksheet for each quarter in which the raffle sales or payouts occurred and record just that quarter's activity on the quarter's worksheet. Report this activity on Line 3 in Part 1 of your quarterly report.

Line	Instruction
1	Record all of the information in this section.
2	The attached ticket or copy of a ticket will document several data items required by the regulation, as well as be proof that the ticket was constructed as required by KAR 1:050 Section 1.
3	This section is designed to allow the organization to record receipts. The worksheet uses the date money was received as the receipts structure; however, if your organization has a structure more suitable to your raffle you may write that heading above the area for recording and record according to your structure. If your organization chooses to use a separate document for this purpose because your receipts are better suited to your own document or because you require more space, number the document you use as in the top right corner of the worksheet and attach. KRS 238.550(2) requires that all receipts for the raffle must be deposited into a single checking account devoted exclusively to charitable gaming. This means that your organization may have only one charitable gaming account. If you have a regular bingo or some other type charitable gaming in addition to the raffle(s) documented on this worksheet, all charitable gaming receipts must be deposited into a single account. In addition to recording how much money was received, you should also record the number of ticket stubs you received. The Difference column is for the difference between money received and the amount that should have been received based on the number of stubs and the cost of individual tickets shown on the attached ticket sample.
4	The amount on this line should be the total gross receipts of the raffle during the quarter that the worksheet covers. If your organization used a separate receipts listing, record the total from that listing on this line and indicate that it was from the separate sheet, showing the sheet's page number. Record this amount on Part 1, line 3 of the Quarterly Report.
5	List all raffle prizes awarded in the quarter that the worksheet covers in this section. For cash prizes a notation such as First prize, Second etc. with the amount on the cash payout line meets this requirement. If the raffle includes a periodic component, such as monthly throughout the year, record as monthly \$xxx and include the total paid this quarter on the cash payout line. If in the case of periodic payouts throughout the year or for several years your organization deposits a lump sum amount into some kind of account to produce the required periodic raffle payouts, record that amount as the payout for the raffle. If your organization pays the raffle prize in increments throughout the year or over several years from your charitable gaming account, record each quarter the amount paid that quarter, even if there were no sales in that quarter. Record a description, the fair market value, and the amount you paid for merchandise prizes. If your raffle included donated prizes, record "donated" on a line, record "0" in the

	amount paid column, and the fair market value of the prizes in the appropriate column. Attach and number a copy of Attachment F to the Quarterly Report (Report of Donated Prizes) or your substitute, to the worksheet. The listing of donated prizes with a fair market value of \$50 or more must, according to KRS 238.550(5)(b), state fair market value.
6	Total each payout column. If you used a separate sheet for this part of the worksheet, post total information on this line and indicate that it came from the separate sheet, showing the sheet's page number. Also record cash and purchased prizes separately in Part 1, Line 3 of the Quarterly Report.
7	820 KAR 1:050 Section 4(2) requires that these be retained.
8	Record all raffle expenses. Some common expenses are listed. If you did not have listed expenses (for example ticket printing was donated), record \$0 in the amount column. If you incurred expenses other than those listed record them on a blank line in this section. Please attach copies of invoices for all raffle expenses. NOTE: Awards that can be provided ticket sellers are limited to those stated at 820 KAR 1:060 Section 1 (3)(c).
9	Total expenses.
10	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should be after the raffle drawing or the end of the quarter if the drawing has not taken place or the prize is awarded in increments and before the date the Quarterly Report is mailed.